

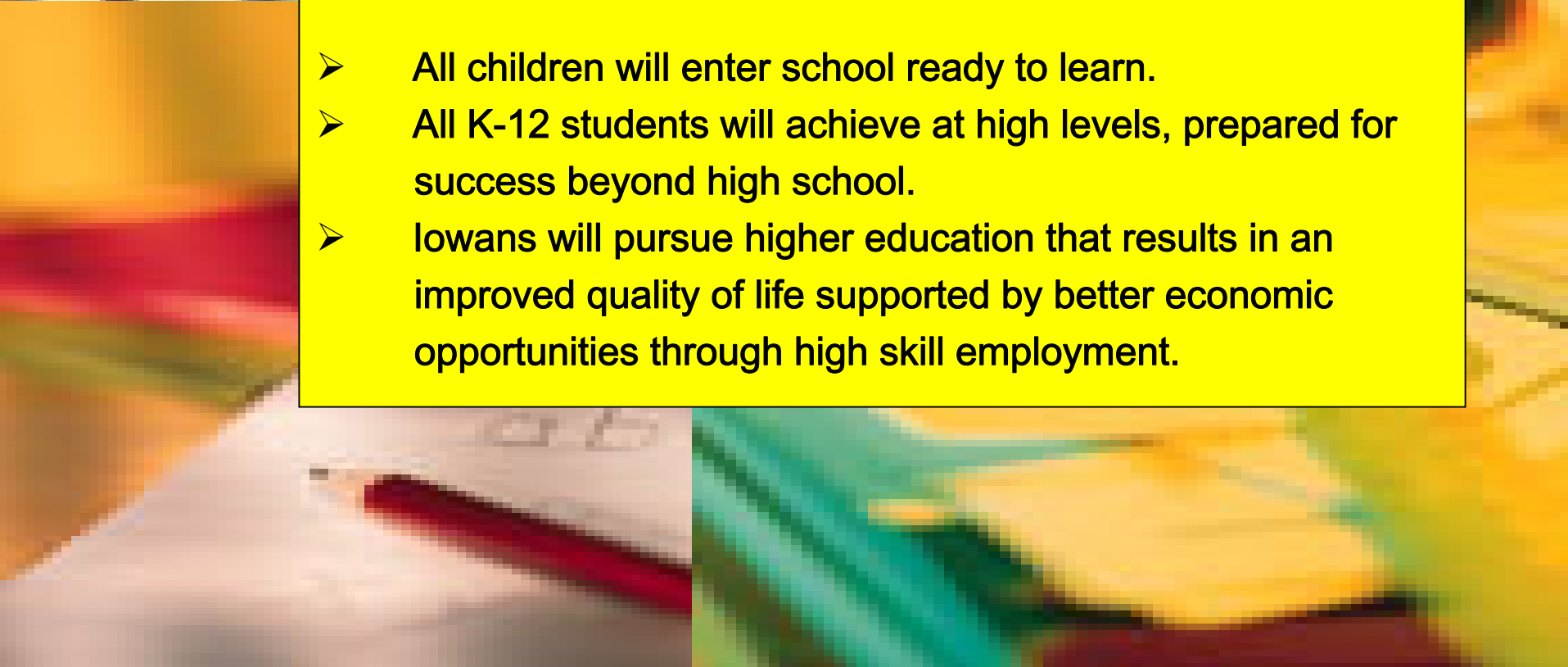


# Comprehensive Site Visits 2006-07 Overview



## **State Board of Education 2006-07 Goals**

- All children will enter school ready to learn.
- All K-12 students will achieve at high levels, prepared for success beyond high school.
- Iowans will pursue higher education that results in an improved quality of life supported by better economic opportunities through high skill employment.



# Purpose of Site Visit

*281--IAC 12.8(4)(a)(2)*

- **To assess progress with the comprehensive school improvement plan**
- **To make recommendations with regard to the visit findings for the purposes of improving educational practices above minimal compliance**
- **To determine that a school or school district is in compliance with the accreditation standards**
- **To provide a general assessment of educational practices**



## **Areas of Review:**

### **Chapter 12 Rule Interpretation Matrix: Guidance for Meeting General Accreditation Standards**

- **The matrix shows Chapter 12 accreditation requirements.**
- **The matrix provides rule interpretation.**
- **The matrix defines non-compliance.**
- **<http://www.state.ia.us/educate/ecese/asis/csi/sv/c12matrix.pdf>**



# Report Organization: Constant Conversations (CSIP)

1. What do data tell us about student learning needs?
2. What do/will we do to meet the student learning needs?
3. How do/will we know that student learning has changed?
4. How will we evaluate our programs and services to ensure student learning?



## **Other Areas of Review**

- **Board policy manual review**
- **Personnel and student records**
- **Licensure and certification**
- **School calendar and hours of instruction**
- **Other state and federal requirements**



## **Brief Overall Schedule**

- **Document review**
- **Opening presentation by LEA and conversations**  
(first morning and Day 1)
- **Conversations (Interviews)**  
(Day 1 and Day 2/3)
- **Team consensus of findings and site visit highlights**  
(final day)



## **Incorporate Special Education, Equity, Title I, Career & Technical Education**

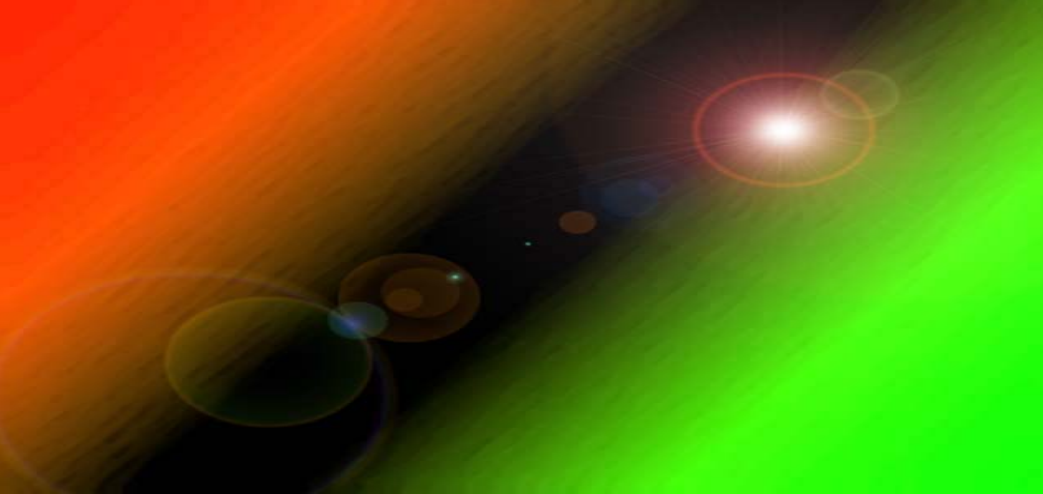
- **These four program areas are incorporated into every public school site visit.**
- **Questions and interviews related to these areas are based on review of data supplied to the Department for these programs and through document review.**
- **Each year some districts have focused visits for equity.**





## **Post-Visit**

- **The LEA will receive a consolidated report of findings within 45 days.**
- **The LEA will use visit report findings as needs assessment to make CSIP revisions.**
- **The LEA will develop a plan of correction addressing any non-compliance issues.**
- **The School Improvement Consultant will monitor and follow-up any non-compliance issues.**



## Reflection...

- To provide data to support requirements of state and federal legislation and program evaluation
- To provide a “snapshot” of the current state of local continuous improvement.
- To help schools have conversations about student learning and system-wide school improvement.



**Thank You**



# **Team Information and Schedule**

## ***2006-07***



# Pre-Visit Preparation

## DE

- **Recruit team members and establish visiting team**
- **Collection of data from BEDS, CSIP, District Data Profile, Special Education District Profile, APR, AYP, licensure, previous site visit reports and special education program review**
- **Communication with team members: sample visit schedules, list of onsite documents reviewed, training for schools and team members, list of onsite conversation (interview) groups and protocols**



## Pre-Visit Preparation, cont.'d

### LEA

- **Prepare staff and organize for the visit**
- **Develop a site visit schedule/agenda in partnership with the team leader (samples will be provided)**
- **Provide documents as requested for onsite review**
- **Develop a district overview presentation and be prepared to present it to the site visit team.  
(Handout provided)**





## Pre-Visit Preparation, cont'd:

### Team Members

- Access district website to read CSIP and APR (if unavailable, report will be sent prior to visit)
- Review site visit schedule for time commitment
- Conversations (Interviews)      *Confidentiality*
- Team consensus of findings and site visit highlights



# The Onsite Visit

- ***DAY I***
  - Overview of Schedule
  - Conversation Protocols
  - Document review
  - Review district data (APR, AYP)
  - Engage in conversations with district stakeholders
  - Dialogue with team members





## **DAY II**

- **Conversations with district stakeholders**
- **Dialogue with team members**
- **Report development**

## **DAY III**

- **Report development**
- **Team consensus**
- **Site visit highlights**



Scheduled site visit days may vary depending upon district size, public/non-public, focus on equity, and/or other accreditation factors.



## **Helpful Tips:**

- **After each interview have a brief conversation with team members about what you heard and make a “jot list” of possible strengths and areas for improvement (words/phrases).**
- **Work with “jot lists” during time scheduled for report development.**
- **Prioritize strengths and areas for improvement so the report is not overwhelming for district readers.**



## Helpful Tips, cont'd:

- **When reviewing documents, if something is missing or unclear, notify the team leader. It may be necessary to contact the superintendent, curriculum director, or other district staff that further evidence is needed.**
- **Notify the team leader as soon as possible of personal conflicts with the site visit schedule prior to the site visit.**
- **If the team is unable to reach consensus on report statements, the team leader will make a determination for inclusion or exclusion of the statement in the site visit report.**



## **Helpful Tips, cont'd:**

- **All conversation protocol questions must be asked. If an interviewee's response is limited, please ask a follow-up question to gain all the information needed.**
- **Confidentiality is an important aspect of the site visit. Assure interviewees that any statement they might make will not be attributed to them in the report, nor will team members repeat their statements to district personnel.**





## Report Organization

### Constant Conversations (CSIP)

1. **What do data tell us about student learning needs?**
2. **What do/will we do to meet the student learning needs?**
3. **How do/will we know that student learning has changed?**
4. **How will we evaluate our programs and services to ensure student learning?**

**\* Please refer to handout: District Overview Presentation Guidelines for further information regarding the listening points for the Constant Conversations.**



## **Commitment to the process is to...**

- **Maintain consistency in the process, content, and follow-up of site visits across Iowa**
- **Increase blending of special education, career and technical monitoring, equity, as well as Title I monitoring, when indicated, into the site visit process**
- **Include time for team dialogue, reflection, and writing**



## **Commitment...**

- **Focus on the Constant Conversation Questions**
- **Work to have the written report to school or district in a timely manner.**
- **Review local CSIP consolidated planning.**





***Thank you for your assistance and commitment to the Department of Education and this 2006-07 site visit. In the following weeks you will be receiving an email for me asking for you to review the final document of this site visit. Please make any suggestions or revisions that you feel necessary and return those to me. Again thank you for all your time and effort.***